IOWA'S ARCHITECT LICENSURE LAWS

TYPE OF LAW: PRACTICE ACT

ARCHITECTURAL EXAMINING BOARD
The Architectural Examining Board was created in 1927 and the Code was amended to provide a practice Act in 1961. The Board consists of seven members, two of whom shall be public members and five members who possess a certificate of architect license and who have been in active practice for not less than five years. The practice of architecture affects the public health, safety and welfare and is subject to regulation and control in the public interest.

DEFINITIONS:
Architect: a person qualified to engage in the practice of architecture who holds a current valid license under the laws of this state.

Architectural Intern/Intern Architect: an individual who holds a professional degree from an NAAB-accredited program, has completed or is currently enrolled in the NCARB Architectural Experience Program (AXP), formerly known as the Intern Development Program, and intends to actively pursue licensure by completing the Architect Registration Examination.

Professional architectural services: consultation, investigation, evaluation, programming, planning, preliminary design and feasibility studies, designs, drawings, specifications and other technical submissions, administration of construction contracts, observation of construction site progress, or other services and instruments of service related to architecture. A person is performing or offering to perform professional architectural services within the meaning of this chapter, if the person, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents the person to be an architect or through the use of a title implies that the person is an architect.

Practice of architecture: performing, or offering to perform, professional architectural services in connection with the design, preparation of construction documents, or construction of one or more buildings, structures, or related projects, and the space within and surrounding the buildings or structures, or the addition to or alteration of one or more buildings or structures, which buildings or structures have as their principal purpose human occupancy or habitation, if the safeguarding of life, health, or property is concerned or involved, unless the buildings or structures are excepted from the requirements of this chapter by section 544A.18.

Quick Links
1. Iowa Professional Licensing Bureau: https://plb.iowa.gov/board/architects
2. Forms for Licensing/Change of Status: https://plb.iowa.gov/architects/forms
4. AIA Continuing Education Transcripts: http://myces.aia.org/frmLogin.aspx

EXCEPTIONS
Persons who are not licensed architects may perform planning and design services in connection with any of the following:

1. Detached residential buildings containing twelve or fewer family dwelling units of not more than three stories and outbuildings in connection with the buildings.
2. Buildings used primarily for agricultural purposes including grain elevators and feed mills.
3. Nonstructural alterations to existing buildings which do not change the use of a building:
   a. From any other use to a place of assembly of people or public gathering.
   b. From any other use to a place of residence not exempted by subsection 1.
   c. From an industrial or warehouse use to a commercial or office use not exempted by subsection 4.
4. Warehouses and commercial buildings not more than one story in height, and not exceeding ten thousand square feet in gross floor area; commercial buildings not more than two stories in height and not exceeding six thousand square feet in gross floor area and light industrial buildings.
5. Factory built buildings which are not more than two stories in height and not exceeding twenty thousand square feet in gross floor area or which are certified by a professional engineer licensed under chapter 542B.
6. Churches and accessory buildings, whether attached or separate, not more than two stories in height and not exceeding two thousand square feet in gross floor area.
ELIGIBILITY REQUIREMENTS

APPLICATION FOR LICENSING BY EXAMINATION:

1. Establish a National Council of Architectural Registration Boards (NCARB) Record that includes a professional architecture degree from a college or university accredited by the National Architectural Accrediting Board (NAAB).

2. Complete the Architectural Experience Program (AXP) administered by NCARB.

3. Pass all sections of the Architect Registration Exam (ARE).

4. Complete the board’s application and submit the form and payment to the Iowa Architectural Examining Board (IAEB).

   Please do not submit your application until you have received notice from the IAEB that it has received your NCARB transmittal.

APPLICATION BY RECIPROCITY:

Applicants must have a current NCARB certificate and are required to contact NCARB to have a copy of their council certificate transmitted to the Iowa board.

The completed Iowa application and payment form/check for $200 should be mailed directly to the IAEB at the address listed on the form. Please do not submit your application until you have received notice from the IAEB that your NCARB transmittal has been received. The $200 fee is valid until the next renewal date and is not pro-rated.

RENEWAL OF CERTIFICATES OF LICENSURE:

Architecture licenses are renewed biennially on June 30th. Typically, licensees whose last name begins with A-K renew in even years, and those with last names L-Z renew in odd years. The renewal period opens in mid-May. Renewals can be submitted electronically or on paper application found on the board’s website.

Active Status: Unless otherwise exempt, in order to renew, licensees must have completed 24 hours of acceptable continuing education in public protection (Health Safety Welfare (HSW)) subjects. The cost is $200.

Inactive Status: Inactive licensing is available to those who are not engaged in any practice for which licensing is required. During any period of inactive status, a person shall not use the title “architect” or any other title that might imply that the person is offering services as an architect. There is not a continuing education requirement to renew to inactive status. The cost is $100.

FEE SCHEDULE:

Fees for examination subjects shall be paid directly to the testing service selected by NCARB.

- Initial licensing fee $50
  (plus $5 per month until renewal)
- Reciprocal application and license fee $200
- Biennial renewal fee $200
- Biennial renewal fee (inactive) $100
- Retired status None
- Reinstatement of lapsed individual license $100 + renewal fee + $25 (per month)
- Reinstatement of inactive individual license $100
- Reinstatement of retired individual license $200
- Duplicate wall certificate fee $50
- Late renewal fee $25
  (for renewals postmarked on or after July 1 and before July 31)

More info on reinstatement: https://plb.iowa.gov/architect-reinstatement-information

MANDATORY CONTINUING EDUCATION:

The State of Iowa has mandatory continuing education requirements in conjunction with the biennial (every two years) license renewal cycle. No carryover is permitted. All hours must be Health/Safety/Welfare Continuing Education hours.

REPORT DATE: JUNE 30

TOTAL HOURS ANNUALLY: 24 HRS/2 YEARS

HSW HOURS ANNUALLY: 24 HRS/2 YEARS

DISTANCE LEARNING: ACCEPTED

TEACHING CREDIT: NOT ACCEPTED

COMMITTEE CREDIT: NOT ACCEPTED
SEAL REQUIREMENTS

An architect shall procure a seal with which to identify all technical submissions issued by the architect for use in this state. Technical submissions prepared by an architect, or under an architect’s direct supervision and responsible charge, shall be stamped with the impression of the architect’s seal.

DESCRIPTION OF SEAL:

The diameter of the outside circle shall be approximately 1½ inches. The seal shall include the name of the licensed architect and the words “Licensed Architect”. The Iowa license number and the word “Iowa” shall be included. The seal shall substantially conform to the samples shown below:

Each technical submission submitted to a client or any public agency, hereinafter referred to as the official copy, shall contain an information block on its first page or on an attached cover sheet with application of a seal by the architect in responsible charge and an information block with application of a seal by each professional consultant contributing to the technical submission. The seal and original signature shall be applied only to a final technical submission. Each official copy of a technical submission shall be stapled, bound or otherwise attached together so as to clearly establish the complete extent of the technical submission. Each information block shall display the seal of the individual responsible for that portion of the technical submission. The area of responsibility for each sealing professional shall be designated in the area provided in the information block, so that responsibility for the entire technical submission is clearly established by the combination of the stated seal responsibilities. The information block will substantially conform to the sample shown below:

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<th>SEAL</th>
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<tr>
<td>I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly registered architect under the laws of the state of Iowa.</td>
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<td>Signature</td>
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<td>Registration expires</td>
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